

RECOVERING ADVERSE WEATHER OWED

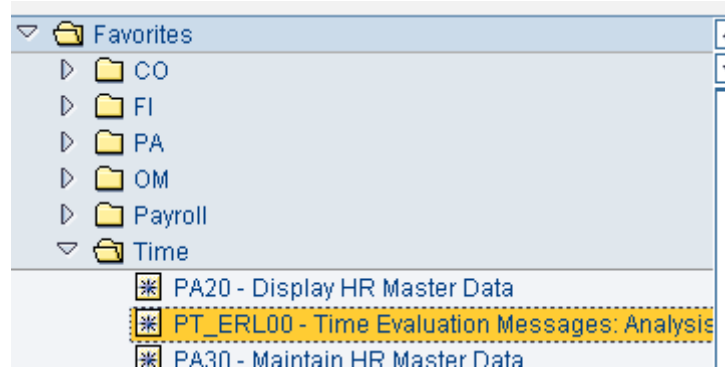
Adverse Weather liability hours that have not been made up within 365 days will result in an error message being generated in Time Evaluation: ZW – “Must Reconcile Adv. Wea. Liability”. Time Evaluation messages can be viewed in transaction PT_ERL00.

The employee may elect to have overdue hours recovered from the Approved Leave quota hierarchy, or they may choose to have the hours recovered with Leave Without Pay. A Leave Admin or HR Master Data Maintainer will need to manually trigger the appropriate recovery of the liability.

Two new subtypes for Infotype 2012 have been created to allow a Leave Admin or HR Master Data Maintainer to recover overdue hours owed. Subtype ZAWA will recover the hours from the Approved Leave quota hierarchy. Subtype ZAWL will recover the hours by docking pay (Leave Without Pay).

VIEW MESSAGES

Adverse Weather liability hours that have not been made up within 365 days will result in an error message generated in Time Evaluation: ZW – “Must Reconcile Adv. Wea. Liability”. Time Evaluation messages can be viewed in transaction **PT_ERL00**.



The report can be run for specific employees or personnel area.

Time Evaluation Messages Display

Period

☐ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☒ Other period

Data Selection Period: 01/01/2009 To: 12/31/9999
 Person selection period: To:

Payroll period

Selection


Personnel Number: 1001047
 Employment status:
 Company Code:
 Personnel area:
 Payroll area:
 Pers.area/subarea/cost cent:
 Employee group/subgroup:

Error attributes

Category of Message Type		to	
Number of Message Type	ZW	to	
Message type		to	
List indicator		to	
User text		to	
PDC message number		to	
Historical record flag		to	
Time	00:00:00	to	00:00:00

1. Select the **AW variant** .

NOTE: The AW (Adverse Weather) variant will display all Time Evaluation messages related to the recovery of Adverse Weather liabilities.

2. Enter the appropriate personnel selection criteria.
3. Click on the **Execute** button .

Time Evaluation Messages Display

Mes...	Message long text	PersNo.	Name	CD	Logical date
ZW	Must Reconcile Adv. Wea. Liability	1001047	Jane T Doe	TH	01/28/2010

Error message **ZW** shows EE PersNo. and Date of adverse weather liability due (Logical date): example 1/28/2010. This message notifies you that a balance is due for this date. To identify the actual hours owed, view **Infotype 9901**, subtype **7000** via **PA61**, **PA30** or **PA20**.

DETERMINE AMOUNT OWED

Run transaction **PA61**.

Maintain Time Data

Personnel no. 1001047
 Name Jane T Doe
 EEGroup A SPA Employees PersA 2001 Health Human Services
 EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN


Working times Additional account assignments Time quotas Time mana...

Infotype text E...


Absences
 Attendances
 Time Events
 Overtime
 Substitutions
 On-Call
 Time Transfer Specifications
 Employee Remuneration Info

Period
☒ Period
 From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype 9901 Sty 7000

1. Key '9901' in the Infotype field and '7000' in the Sty (Subtype) field.
2. Click on the **Overview** button .

Overview Leave & Liability Aging (9901)



Personnel No Name
 EE group SPA Employees Personnel ar Health Human Services
 WS rule MTWHF-8,SaS-O Status
 To STy.

	Start Date	End Date	Time Ty...	Hours	On-Call R	Time Eval...	Payout Date	L	L
	01/28/2010	01/28/2010	7000	8.00	0.00	01/29/2009			
	01/28/2010	01/28/2010	7000	1.00-	0.00	02/13/2009			
	01/27/2010	01/27/2010	7000	8.00	0.00	01/28/2009			
	01/27/2010	01/27/2010	7000	3.00-	0.00	02/06/2009			
	01/27/2010	01/27/2010	7000	5.00-	0.00	02/13/2009			

- Review **IT9901** (7000) for records with a start/end date that matches the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes on the date.

In this example, 1/28/2010 is the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes for the expiration date of 1/28/2010. This employee had a total of 8 hrs due on 1/28/2010 and has only made up 1 hour of the liability. By summing the values in the 'Hours' field, we can determine that the employee has 7 hrs remaining for the liability balance due 1/28/2010.

RECOVERY

The employee may elect to have overdue hours recovered from the Approved Leave quota hierarchy, or they may choose to have the hours recovered with Leave Without Pay. A Leave Admin or HR Master Data Maintainer will need to manually trigger the appropriate recovery of the liability.

Two new subtypes for Infotype 2012 have been created to allow Leave Admin's or HR Master Data Maintainers to recover overdue hours owed. Subtype **ZAWA** will recover the hours from the Approved Leave quota hierarchy. Subtype **ZAWL** will recover the hours by docking pay (Leave Without Pay).

- Enter value **2012** in the Infotype field and press Enter. You may also select **Time Transfer Specifications** from the list of infotypes.

Maintain Time Data

Personnel no. 1001047
Name Jane T Doe
EEGroup A SPA Employees PersA 2001 Health Human Services
EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN

Working times Additional account assignments Time quotas Time mana...

Infotype text E...
Absences
Attendances
Time Events
Overtime
Substitutions
On-Call
Time Transfer Specifications
Employee Remuneration Info

Period
☒ Period
From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
Choose

Direct selection
Infotype 2012 STy

2. Enter the appropriate value in the **STy** field and press Enter.

- **ZAWA** Makeup Adv Wthr w/ App Lv
- **ZAWL** Makeup Adv Wthr w/ LWOP

Maintain Time Data

Personnel no. 1001047
 Name Jane T Doe
 EEGroup A SPA Employees PersA 2001 Health Human Services
 EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN

Working times Additional account assignments Time quotas Time mana...

Infotype text E...
 Absences
 Attendances
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 Time Transfer Specifications
 Employee Remuneration Info

Period
☒ Period
 From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype Time Transfer Specifications STy ZAWA Makeup Adv Wthr w/ App Lv

3. Click the **Create** button .

Create Time Transfer Specifications (2012)

Personal work schedule Activity allocation Cost assignment External services

Personnel No 1001047 Name Jane T Doe
 EE group A SPA Employees Personnel ar 2001 Health Human Services
 WVS rule D01N086N MTWHF-8 SaS-O Status Active
 Start 01/28/2010 To 01/28/2010

Time transfer specification
 Time transfer type ZAWA Makeup Adv Wthr w/ App Lv
 Number of hours Hours


4. Change the **Start** value to be the date the hours were due. This date can be any date between when the liability was incurred and the due date.
5. Change the **To** value to the same date.
6. Enter the **number of hours to be recovered** in the Number of hours field.

NOTE: Do not enter a negative sign for this number.

The screenshot shows the 'Create Time Transfer Specifications (2012)' form. The 'Edit' menu is open, showing options: Create, Change, Copy, Delete, Lock/unlock (Shift+F12), **Maintain text (F9)**, Display text, Reevaluate data, and Cancel (F12). The form fields include: Personnel No (1001047), Name (Jane T Doe), EE group (A SPA Employees), Personnel ar (2001), Health Human Services, WS rule (D01N086N MTWHF-8,SaS-O), Status (Active), Start (01/28/2010), To (01/28/2010), Time transfer type (ZAWA), Makeup Adv Wthr w/ App Lv, and Number of hours (7.0) Hours.

7. Click **Edit > Maintain text** and enter any notes if appropriate.

The screenshot shows a 'Text' entry window with a toolbar containing icons for cut, copy, paste, undo, redo, bold, italic, and link. Below the toolbar is a text area with the placeholder text 'Enter notes here.'

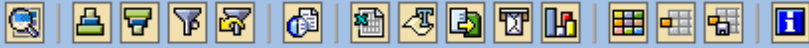
8. Click the **Save** button  to save your notes. The *Detail record* screen will display again on your screen.

The screenshot shows the 'Create Time Transfer Specifications (2012)' form with the 'Detail record' screen. The form fields include: Personnel No (1001047), Name (Jane T Doe), EE group (A SPA Employees), Personnel ar (2001), Health Human Services, WS rule (D01N086N MTWHF-8,SaS-O), Status (Active), Start (01/28/2010), To (01/28/2010), Time transfer type (ZAWA), Makeup Adv Wthr w/ App Lv, and Number of hours (7.0) Hours. The 'Save' button is visible in the bottom right corner.

9. Click the **Save** button  to save the record.

REVIEW

After successfully completing the Infotype 2012 and allowing Time Evaluation to process overnight, verify adverse weather repayment has processed properly by viewing the messages in transaction PT_ERL00, again using variant 'AW'.

Time Evaluation Messages Display					
					
Time Evaluation Messages Display					
Mes...	Message long text	PersNo.	Name	CD	Logical date
L1	Adv Wthr Balanced with AL	1001047	Jane T Doe	TH	01/28/2010

If ZAWA is used and there is not enough quota available in the hierarchy quotas, Time Eval will generate an error message:

L3 – “Cannot cover Adv Wthr with App Lv”.

If you receive this message, the original Infotype 2012, subtype ZAWA will need to be reduced to the available Approved Leave hours and an Infotype 2012, subtype ZAWL will need to be created for the remaining liability balance.

If the recovery is successful for either subtype, Time Eval will generate a message confirming the success:

L1 - Adv Wthr Balanced with AL (successful ZAWA)

L4 - Adv Weather Recovered with LWOP (successful ZAWL)